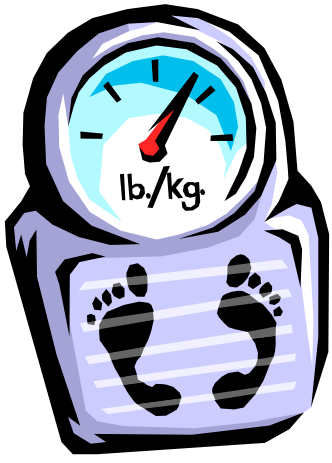
MEASURING AND RECORDING HEIGHTS AND WEIGHTS

Measuring Weight:

1. Scale balanced at zero.
2. Shoes off, heavy outer clothing off, such as a sweater and jacket.
3. Student stands straight in center of platform.
4. Arms hang naturally at side.
5. Student is looking forward.
6. Read measurement to the nearest 1/4th pound; make note of first measure.
7. Have student step off of scale and take the second measurement; repeating steps above.
8. Measurements should agree within 1/4th pound.
9. If measurements do not agree within 1/4th pound, re-measure until this standard is met.
10. Convert fractions to decimals:

    1/4 = .25
    1/2 = .50
    3/4 = .75



Measuring Height:

1. Shoes are taken off; hat removed; pigtails, etc should not be in the way.
2. Student stands on flat surface; heels slightly apart and flat on the floor.
3. Back straight as possible; knees should not be bent.
4. Heels, buttocks, and shoulder blades touch wall or measuring surface.
5. Arms hang naturally to side; shoulders relaxed.
6. Looking forward – eyes straight ahead.
7. Lower headboard until it touches crown of head firmly.
8. Read measurement to the nearest $1/8^{th}$ inch, make note of first measurement.
9. Move headboard away; check posture and repeat.
10. Measurements should agree within $1/8^{th}$ inch.
11. If measurements do not agree within $1/8^{th}$ inch, re-measure until this standard is met.
12. Convert fractions to decimals:

    1/8 = .125
    1/4 = .250
    3/8 = .375
    1/2 = .500
    5/8 = .625
    3/4 = .750
    7/8 = .875